NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

March 4, 2016
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order.

ROLL CALL:

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Town of Edgewood	Councilor Chuck Ring	
City of Espanola	Councilor Dennis Tim Salazar	
Los Alamos County	Councilor Pete Sheehey	
Pueblo of Nambe	Absent	
Pueblo of Ohkay Owingeh	Christy Van Buren	
Pueblo of Pojoaque	James Rivera	
Rio Arriba County	Commissioner Alex Naranjo	
Pueblo of Santa Clara	Mary Lou Valerio	
City of Santa Fe		Isaac Pino
Santa Fe County	Commissioner Miguel Chavez	

Pueblo de San Ildefonso	Lillian Garcia	
Taos County	Commissioner Jim Fambro	
Town of Taos	Mayor Dan Barrone	
Pueblo of Tesuque	Charles Dorame	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Jackie Trujillo, Executive Assistant
Mr. Michael Kelly, Transit and Facilities Operations Director
Mr. Troy Bingham, Finance Director
Ms. Daria Veprek, Human Resources Director
Ms. Stacey McGuire, Projects and Grants Manager
Mr. Jim Nagle, Public Information Officer
Ms. Shelly Outman,
Ms. Nikki Moyer, Customer Service

Others Present

Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Ms. Tessa Joe Mascareñas, Santa Fe County
Mr. Ray Matthews, Santa Fe County
Ms. Sonia Marie, Environment of Economic Justice
Ms. Annette Granio, City of Santa Fe
Mr. Eric Aune, Santa Fe MPO
Ms. Luna Sanchez, Rio Arriba County

APPROVAL OF AGENDA:

Councilor Sheehey made a motion to approve the agenda as presented. Commissioner Fambro seconded the motion and it passed by a roll call vote (12-0).

APPROVAL OF MINUTES – February 5, 2016

Commissioner Miguel Chavez made a motion to approve the minutes from February 5. 2016 as presented. Commissioner Alex Naranjo seconded the motion. Minutes approved unanimously, no roll call.

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

A. Above and Beyond Quarterly Award

Mr. Mortillaro and Chairman Barrone presented Nikki Moyer with the Above and Beyond Award.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. Discussion and Consideration of Resolution 2016-08 Adopting a Veterans "Fare Free" on Fare Service Routes

Discussion and consideration for fare-free service on all non-premium fixed and paratransit service as well as fare service for routes deemed to be premium in nature and adopting a new program to provide "fare free" service for Veterans to ride all routes provided by NCRTD for free

Commissioner Miguel Chavez made a motion to adopt Resolution as presented. Chairman Dan Barrone seconded the motion and it passed by unanimous voice vote (13-0).

C. Discussion and Consideration of Resolution No. 2016-09 Adopting the NCRTD's Title VI

Discussion and consideration of adoption of the Federal Transit Administration (FTA) mandated Title VI Program which prohibits discrimination on the basis of race, color, or national origin in federally funded programs and activities.

Commissioner Miguel Chavez made a motion to adopt Resolution as presented. Commissioner Jim Fambro seconded the motion and it passed by unanimous voice vote (13-0)

D. Discussion and Consideration of Award of Contract – On-Call Engineering Services

Discussion and consideration for the approval of award of contract for on-call engineering services and authorize the Executive Director to execute a professional service agreement with Wilson & Company; to issue task orders over the next 4 years for engineering services that are funded through the Capital Improvement Plan (CIP) or operating budget for specific projects.

Commissioner Miguel Chavez made a motion to approve Award of Contract as presented. Mr. James Rivera seconded the motion and it passed by unanimous voice vote (13-0).

E. Discussion and Approval of Award of Contract Modification to Avail Technologies, Inc. for the Taos Chile Line Buses

Approval to authorize the Executive Director to execute the quote with Avail Technologies for Automatic Vehicle Location System, Automatic Voice Announcements/APC's.

Councilor Chuck Ring made a motion to approve award of contract modification as presented. Commissioner Jim Fambro seconded the motion and it passed by unanimous voice vote (13-0).

F. Discussion and Consideration of Resolution 2016-04 Which Incorporates and Supersedes Discussion and Consideration of Resolution 2016-10 Authorizing NCRTD Staff to apply for Federal Funding through the FFY2016 Inclusive Planning Impact Grant Program (to Improve Transit Options for the Elderly and/or Disabled)

Discussion and consideration to adopt Resolution 2016-10 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Inclusive Planning Impact grant program for inclusive transit planning for senior and disabled services.

Commissioner Miguel Chavez made a motion to approve Resolution as presented. Councilor Dennis Tim Salazar seconded the motion and it passed by unanimous voice vote (13-0).

G. Discussion and Consideration for Board Direction Related to Weekend Special Event Service as a Component of the La Cienega 6-Month Pilot Route

Discussion to authorize staff to provide event service for two weekends in July, 2016 for Las Golondrinas as part of the La Cienega six month pilot program.

Councilor Chuck Ring made a motion to approve the implementation of weekend special event service as a component of the La Cienega pilot route. Councilor Pete Sheehey seconded the motion and it passed by unanimous voice vote (13-0).

H. Discussion and Consideration of FY 2016 Mid-Year Financial Summary

The North Central Regional Transit District (NCRTD) is currently reporting six months of financial activity. The standard for revenues and expenditures for the six-month period is 50% of the budget. The total budget is $12,548,543, which includes a $1,317,204 budget increase that was approved by the Board of Directors at its September 4, 2015 meeting.

Midway through the fiscal year, expenditures were 29.6% of the budget, well below the 50% threshold. The percentage is low because the invoices for the second quarter for Non-RTD services have not been received. NCRTD expects to have a $1,584,020 surplus in expenditures by year end.

Christy Van Buren made a motion to recommended endorsement by the board of the mid-year budget status report. Commissioner Alex Naranjo seconded the motion and it passed by unanimous voice vote (13-0)

I. Discussion and Consideration of Investment of District Funds Summary

As of December 31, 2015, the total investment exclusive of interest revenue was $8,312,791; Total earnings from interest total $11,153 since the start of the fiscal year; average rate of return is .46%; highest rate of return is 1.00% with Guadalupe CU (7 month term) earning the District a total of $579.13 in interest this fiscal year; current quarter from October through December of 2015 earned a total of $6,324 in interest.

Commissioner Miguel Chavez made a motion to accept as presented the Investment Portfolio report. Commissioner Jim Fambro seconded the motion and it passed by unanimous voice vote (13-0).

J. Discussion and Consideration of a Letter of Intent Regarding the Exploration of the Santa Fe Trails Transit System (City) Consolidation into the North Central Regional Transit District (District)

The City of Santa Fe has approached the District regarding exploration of the consolidation of the Santa Fe Trails transit system into the District. The Letter of Intent provides an explanation of what each party's obligations are and the desire to pursue funding for the consolidation analysis.

Commissioner Alex Naranjo made a motion that the Board authorize the Chair to sign the Letter of Intent and allow for possible modifications. Commissioner Miguel Chavez seconded the motion and it passed by unanimous voice vote (13-0).

DISCUSSION ITEMS:

K. Financial Report November 2015

[No action was required on this item.]

L. Finance Subcommittee Report:

The minutes from February 26, 2016 were presented in the Board packet for review. Councilor Pete Sheehey gave a brief report stating that the Finance Subcommittee discussed Insurance Bid update and the Veterans "Free Fare" on Fare Service Routes that was also presented to the Board.

[No action was required on this item.]

M. Tribal Subcommittee Report:

Mr. Charles Dorame volunteered to be the next Chair for the Tribal Subcommittee.

Mr. James Rivera made a motion to approve for Mr. Charles Dorame to be Chair for the Tribal Subcommittee. Ms. Lillian Garcia second the motion and it passed by unanimous vote. (13-0)

N. Executive Report and Comments from the Executive Director:

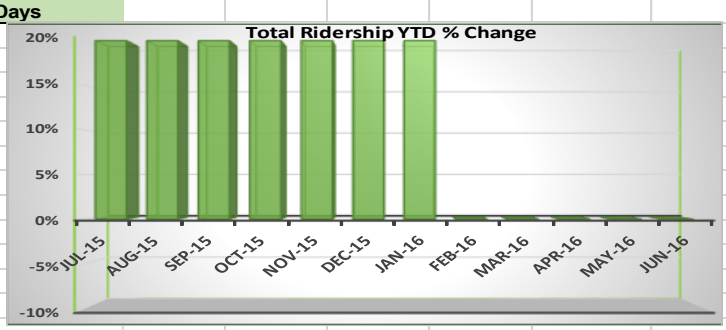
1) **Executive Report for February 2016**
2) **Performance Measures for January 2016**
3) **Ridership Report for January 2016**
4) **The Executive Director mentioned to the board that the IRS and Social Security reimbursement issue has been resolved with the assistance Senator Udall's office**
5) **It was announced that Michael Kelly will be leaving the District but will be working on an interim basis, Tuesday thru Thursday until a replacement is found.**

NCRTD Monthly Ridership Summary

January 1, 2016 through January 31, 2016

Calendar Operating Days

	This Year
Jul-15	22
Aug-15	21
Sep-15	21
Oct-15	22
Nov-15	18
Dec-15	21
Jan-16	20
Feb-16	
Mar-16	
Apr-16	
May-16	
Jun-16	



Monthly System Totals

	This Year	Last Year	% Change
NCRTD Operated	22,425	14,545	**54.18%**
NCRTD Funded	18,369	22,877	**-19.71%**
All Systems Funded Total	40,794	37,422	**9.01%**

Year to Date Totals

This Year	Last Year	Difference	% Change
152,409	113,091	39,318	**34.77%**
164,113	185,043	-20,930	**-11.31%**
316,522	298,134	18,388	**6.17%**

System Daily Averages

	This Year	Last Year	% Change
NCRTD Operated	1121	727	**54.20%**
NCRTD Funded	918	1,144	**-19.76%**
Systems Total	2039	1871	**8.98%**

Total Ridership YTD % Change

July-15	-0.83%
August-15	-8.27%
September-15	-1.48%
October-15	1.71%
November-15	3.97%
December-15	5.76%
January-16	6.17%
February-16	
March-16	
April-16	
May-16	
June-16	

MATTERS FROM THE BOARD

There were none.

MISCELLANEOUS

There were none.

ADJOURN

The meeting was adjourned.

Commissioner Miguel Chavez made a motion to adjourn the meeting. Ms. Mary Lou Valerio seconded the motion and it passed by unanimous voice vote (13-0).

<u>NEXT BOARD MEETING</u>: April 8, 2016 at 9:00 a.m. (Pueblo of Tesuque)

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.